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Introduction

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Purpose

a. Development of the Community System. The purpose of this Design Guide is to provide guidance for the development of the community system for the installation. It addresses the entire process for developing community facilities to fulfill an installation's needs, from post-wide planning through facility operation (see figure 2 - 1). It also guides the development of Community Activity Centers (CAC's) - consolidated facilities for Morale Support Activities and other community programs.

b. Planning, Programming and Design. This Design Guide provides direction for three distinct steps in the community development process: planning, programming and design. It outlines considerations for post-wide planning of a system of community facilities, for inclusion in installation masterplans and military construction programs. It provides criteria for programming individual Community Activity Centers - the activities to be accommodated and their design requirements. It also gives basic criteria for initial facility design, for new construction as well as renovation of existing buildings. For detailed design, reference is made to a series of Design Guides for specialized facility types. The criteria in this guide are also useful for the review and evaluation of designs, and for assistance to program personnel in operating the facilities.

c. Local Consideration. Each installation has different potential for community life, which must be developed locally. This guide is designed to stimulate local thinking about the community needs, appropriate programs and facilities to serve them. It does not provide a preconceived Community Activity Center design, nor a definitive post-wide pattern of facilities. Although illustrative designs are included, they are not intended as definitive designs. The variables of programs provided at each installation, modes of operation, existing facilities, functions included in each CAC facility, and local site requirements, are far too numerous and complex to permit standardized solutions.

Operation

Construction

Design Considerations
Chapter 5

Illustrative Designs
Chapter 6

Facility Programming
Chapter 4

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Chapter 7
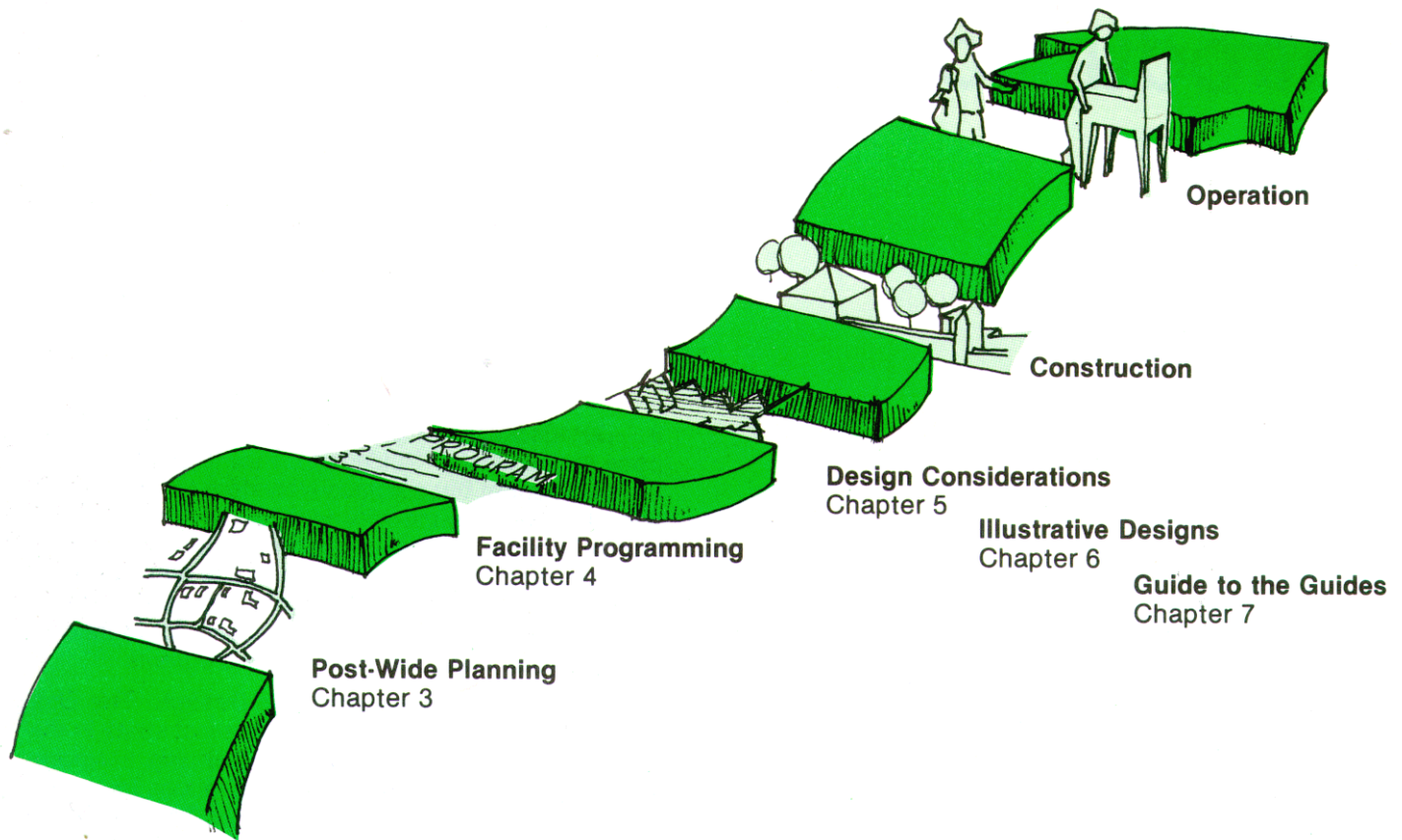
Post-Wide Planning
Chapter 3

Figure 2 – 1   Developing the Community System

This Design Guide outlines a process for each installation to plan, program and design its community facilities in response to local population and program needs, as they change over time, based on local decisions by the installation staff. Procedures are provided for involving the appropriate people at the installation in its planning for and assembling the required information. Standards and illustrative examples are presented for consideration by the responsible parties in developing their project requirements and designs. While the Design Guide provides general planning principles and basic criteria for programming the design of Community Activity Centers, only local installation personnel can identify the unique requirements and design parameters of specific programs and sites.

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Format

The organization of this guide follows the major steps of planning, programming and design of community facilities (see figure 2 - 1). It is designed to assure local input into the development of requirements and solutions responsive to the local needs of each installation.

Chapter 1. Executive Summary. Summary of the major points in the Design Guide.

Chapter 2. Introduction. The purpose, format and use of the Design Guide.

Chapter 3. Planning. The goals and principles upon which the community planning process should be based; step-by-step procedures for planning the community framework; and individual project development procedures and responsibilities.

Chapter 4. Facility Programming. Functional and space programming for Community Activity Centers, oriented primarily to Morale Support Activities, with more general considerations concerning other Morale, Welfare and Recreation functions.

Chapter 5. Design Considerations. The design implications of consolidation and other design goals, and an approach for design of consolidated facilities, for both new construction and reuse of existing facilities.

Chapter 6. Illustrative Designs. Case studies of community framework planning and Community Activity Center designs for six hypothetical posts, illustrating a range of CAC facility types; not definitives to be used directly at other installations, but illustrative applications to specific local situations of the planning principles, programming criteria and design considerations of this Design Guide. These include prototypical programs and designs for CAC's for remote sites with populations of 250 and under.

Chapter 7. Space Criteria: A Guide to the Guides. A reference catalog of space and relationship criteria for individual community facility types and their component areas, excerpted from individual facility Design Guides and the space authorizations of the DOD 4270.1-M Construction Criteria Manual.

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Responsibilities

a. Participants in the CAC Process. A sense of community can only be developed locally, and local involvement in planning is critical. This Design Guide is designed for use by all the major participants in the community development process: the users of the services and facilities, the Morale Support Activities staff and other service organizations involved in the community system, the Facility Engineer and Masterplanner, the Installation Commander, District and Division Engineers, the Major Command, and contracted architect/engineer firms. Figure 2 - 2 outlines the major steps in the community development process and indicates the roles for each participant at each step. A more detailed explanation of the planning process and the roles of the participants is presented in Chapter 3, Planning, and at the beginning of each chapter of this Design Guide.

b. MSA and Other Service Organizations. The role of the Morale Support Activities officers and staff, and other community system organization personnel, is critical to the success of this process and to Community Activity Centers. They have the most comprehensive understanding of the population's needs and the programs that should be provided. They also can best project how programs might work in a consolidated CAC
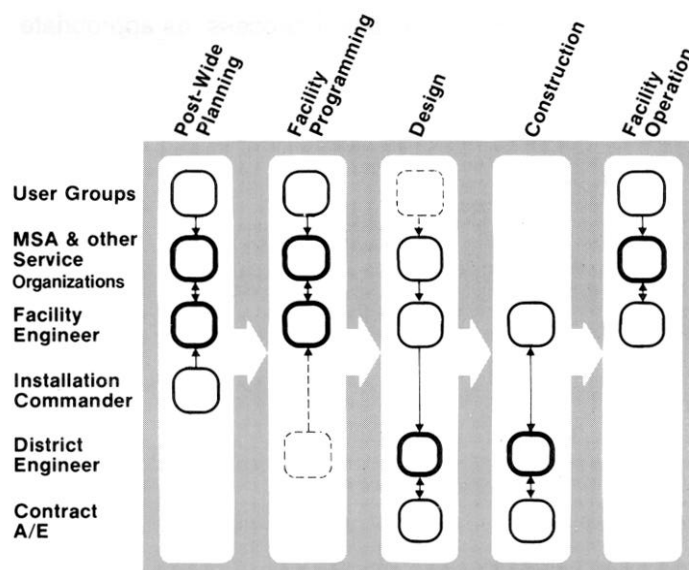

Note: Bold outline boxes are primary actions required, others are support/responsive

Figure 2 – 2 Participants in the CAC Process

facility, and will eventually be responsible for their operation. This explains these participants' primary role in post-wide community planning and facility programming, and their input and review role in facility design, as indicated in figure 2 - 2.

It is important that the set of service organizations involved in the process be as inclusive as possible from the outset, in order to develop a truly comprehensive community system. These include not only MSA, but Army Air Force Exchange Service (AAFES) for post exchange and other retail services, ACS for child care and for personal and family assistance services, the commissary, the club system, and possibly many others such as the chaplain, local school system and private off-post providers. Chapter 3 further discusses the range of participants, and mechanisms such as coordinating committees, for their involvement in the process.

c. User Involvement. The users of Community Activity Centers - the soldiers, their families, officers, youth, eligible civilians - should be involved in the planning, programming, design and operation of the CAC facilities to the maximum extent feasible. These people can provide a unique understanding of the needs for community facilities and a valuable perspective on their operation. In addition, involvement in creating the community system will increase their sense of commitment to it, and the likelihood of success for its programs and facilities. Their participation may be organized through existing community groups or through specially formed user committees for the community development process, as appropriate to each post.

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References

The following references are important in understanding the functions of Community Activity Centers, the procedures for their planning, design and development as part of military construction programs, and the records to be transferred to the using service upon completion of the project.

a. Functional Needs

AR 28-1	Welfare, Recreation, and Morale; Army Morale Support Activities
AR 608-1	Army Community Service Program

b. Planning and Project Development

DOD 4270.1-M	Department of Defense, Construction Criteria Manual
AR 210-20	Master Planning for Army Installations
AR 415-15	MCA Program Development
AR 415-17	Empirical Cost Estimates for Military Construction
AR 41520	Project Development and Design Approval
AR 415-35	Minor Construction
TM 5-800-3	Project Development Brochure
TM 5-803-1	Installations Master Planning Principles and Procedures
TM 5-803-6	Installations Site Planning of Community Centers

c. Design

DG 1110-3-110	U.S. Army Libraries
DG 1110-3-116	Chapels and Religious Education Facilities
DG 111 0-3-1 20	Music and Drama Centers
DG 111 0-3-1 24	Arts and Crafts Centers
DG 111 0-3-1 26	Auto Crafts Centers
DG 111 0-3-1 28	Physical Fitness Facilities
DG 1110-3-132	Recreation Centers
DG 111 0-3-1 38	Dependent Youth Activity Centers
DG 1110-3-140	Child Development Service Facilities
TM 5-803-10	Outdoor Sports Facilities
TM 5-803-12	Outdoor Recreation Facilities

d. Completion Records

AR 415-10	General Provisions for Military Construction